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ABSTRACT

Arguing that the most effective types of managerial computer software for teacher use are word processing, database management, and electronic spreadsheet packages, this paper uses Apple Writer, PFS File, and VisiCalc as examples of such software and suggests ways in which they can be used by classroom teachers. Applications of Apple Writer that are described include use as an instructional tool to improve student writing skills; the design of form letters and class mailing lists; and the design and formatting of frequently used curriculum materials, including written examinations, syllabi, outlines, biographies, and assignments. Suggested applications of PFS File include the creation of longer mail lists; creation and sorting of class lists with students' addresses, parents' names, grades, and assignments; and generation of address labels. Uses for ViciCalc include keeping records of student grades and averaging grades at report card time. Samples of some materials produced using such software packages are attached. (RP)

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National Council of States on Inservice Education Conference

Denver, Colorado, November 22 - 26, 1985

"Software Applications to Increase Administrative and Teacher Effectiveness"

by Virginia E. Garland, Ph.D., The University of Massachusetts at Boston

The classroom teacher can benefit from learning how school administrators use managerial software. As routine administrative tasks are minimized, instructional leadership can be maximized. By using microcomputers to decrease the amount of time spent on paperwork, both the teacher and the administrator can give greater attention to curriculum development and implementation.

The most effective types of managerial software for teacher use include word processing, data base, and electronic spreadsheet packages. The specific software to be discussed are Apple Writer, PFS File, and VISICALC. These packages, rather than integrated systems, have been chosen for evaluation purposes because of their availability, reasonable cost, established reputation, ease of use, and adaptability to a variety of microcomputers.

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The Apple Writer word processing program for the Apple IIe and plus microcomputer series is an instructional tool of many English teachers to improve student writing skills. This well documented and inexpensive software is already on stock in many secondary schools, usually in the central office and in the language arts department. With practice assignments available in the manual, teachers can quickly learn the major aspects of this package, including entering, moving, and deleting text as well as printing to given specifications.

Word processing, especially the Apple Writer, is also very effective for non-instructional tasks such as the design of form letters and class mailing lists. With the glossary function, teachers can change the name and address, or other line items on a particular document, with a simple command stroke. Apple Writer can thus be easily used by the classroom teacher for sending parents progress reports, field trip and class activity information, newsletters, and other form letters.

In addition, this word processing package, with its print program command functions, is a better alternative to the typewriter or duplicating machine for the design of frequently used curriculum materials. The Apple Writer is very effective in the formatting of written examinations, syllabi, outlines, bibliographies, and assignments. Optional word wraparound and margin justification features make this software package a good choice for the faculty advisor of the student newspaper.

Data base software packages, such as PFS file, allow the teacher or administrator to make longer mailing lists than with the Apple Writer program. PFS can be learned in approximately two hours, the only time consuming aspect of this program is in the data entry process. Once a "file card" design has been created and information has been entered, an entire filing system can easily be accessed.

With PFS file, the teacher can, for instance, create a file of all classes with the following information on each student: name, address, course name, homeroom number, parents' names, grades, assignments, etc. There are many possible lists which could be obtained from this information. With the sorting function, the teacher can rapidly get an alphabetical list of all students, or a list of all students in a particular class, or a list of students according to homeroom number.

PFS file is often used to generate address labels. For example, a teacher might use Apple Writer to word process, format, and enter students' and parents' names on a progress report to be sent home. Envelopes would be addressed with the labels from a data base file stored with PFS file. This is but one practical way of using both PFS and Apple Writer to eliminate tedious, time consuming ways of doing the necessary paperwork of teachers.

Electronic spreadsheets are commonly thought of as most

appropriate for the budgeting and accounting purposes of the central office. But, for the classroom teacher, spreadsheets such as VisiCalc are just as effective for the record keeping of grades. It takes several hours and to learn and practice nearly all of these programs, especially the integrated systems. However, training disks, such as Cdex Training for VisiCalc, clarify confusing functions and provide ample examples of the more frequently used commands.

Once skilled in using VisiCalc, the least expensive and more widely used of the electronic spreadsheet programs, the teacher will find report card time much easier. First, a template of student names and grades is designed and entered. After the numerical values of the grades are indicated, the recalculation and replication features of VisiCalc enable the teacher to do instant grade averaging. If a microcomputer is easily accessible in the classroom, the teacher can also instantly access grade averages during student advising or parent conferences.

These are a few samples of the managerial applications on the microcomputer that are of extreme value to the teacher. There are numerous and varied software packages available for classroom record keeping purposes. Given these uses, it is obvious that the microcomputer is not here to replace the teacher, but to enable the instructional leader to devote more time to personal interactions with the students.

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physics. period 2. ms. penny

	test 1	test 2	test 3	average	predict
1. anderson. bibi	76	77	77	76.66667	77
2. allen. karen	85	67	89	80.33333	80
3. brown. james	88	85	93	88.66667	89
4. costello. elvis	71	75	76	74	74
5. edwards. johnathon	45	65	65	58.33333	58
6. ferrer. jose	43	67	33	47.66667	48
7. jagger. mick	80	76	82	79.33333	79
8. simmons. richard	56	87	89	77.33333	77
9. slick. grace	90	93	90	91	91
10. watson. charlie	66	72	65	67.66667	68

SCHOOL BUDGET

BOSTON BUSINESS SCHOOL

ROXBURY COMMUNITY COLLEGE

JULY 1,1984 TO JUNE 30, 1985

ACCOUNT NO	ACCOUNT NAME	1983	1984	1985
1000	ADMINISTRATIVE			
1100	DEAN-SALARY	45000	46000	46500
1200	DEPT HEAD SALARIES	70000	72000	73000
1300	CLERICAL-SALARIES	23000	24000	25000
1400	CONT SVCS	5000	5500	5500
1500	ADM EXPENSE	6000	6200	6500
TOTAL-1000	ADMINISTRATIVE	149000	153700	156500
2000	INSTRUCTION			
2010	SALARIES	550000	450000	450000
2020	TESTING	6000	6000	6500
2030	SUPPLIES	4500	4600	4700
	TOTAL	560300	460600	461200
2100	LIBRARY SERVICES			
2110	PROF SALARY	25000	25000	25000
2120	SUPPLIES	1000	1200	1500
2130	ACQUISITIONS	2000	1900	2100
	TOTAL	28000	28100	28600
2200	AUDIO-VISUAL			
2210	SUPPLIES	600	650	800
	TOTAL	600	650	800
2300	GUIDANCE			
2310	PROF SALARIES	25000	25000	25000
2320	TESTING	600	500	700
2330	SUPPLIES	500	400	600
	TOTAL	26100	25900	26300
TOTAL-2000	INSTRUCTION	615200	515250	516900

3000	OTHER SERVICES			
3100	TRANSPORTATION			
	BUS RENTAL	62947	57015	66745
	TOTAL	62947	57015	66745
TOTAL-3000 SCHOOL SVCS		62947	57015	66745
4000	MAINT. PLANT			
4110	CUSTODIAL			
4111	SALARIES	49015	49748	53780
4112	GAS	21466	15183	20533
4113	ELECT & WATER	25000	25000	25000
	TELEPHONE	5833	5833	5833
	TOTAL	101314	95764	105146
4210	TRASH	2166	2833	4375
4220	PAINT	3348	3166	4666
4230	WAX,SOAP ETC.	2125	3666	4883
4240	RENOVATIONS	1500	1916	3000
	TOTAL	9139	11581	16924
TOTAL-4000 OPER. MAINT.		110453	107345	122070
5000	FIXED CHARGES			
5200	INSURANCE	666	666	666
TOTAL 5000 FIXED CHGS.		666	666	666
7000	ACQ. ASSETS			
7100	ACQ. EQUIPMENT	900	1500	2500
7400	REP. EQUIPMENT	2851	3547	10564
	TOTAL	3751	5047	13064
TOTAL 7000 ACQU. ASSETS		3751	5047	13064
TOTAL BUDGET		942017	839023	875945